

Panaji, 9th January, 2025 (Pausa 19, 1946)

SERIES I No. 41

OFFICIAL GOVERNMENT OF GOA GAZETTE



PUBLISHED BY AUTHORITY

NOTE

There is an Extraordinary issue to the Official Gazette, Series I No. 40 dated 02-01-2025, namely:—

(1) Extraordinary dated 03-01-2025 from pages 1805 to 1808, Notification from Department of Civil Supplies and Consumer Affairs regarding the Chief Minister's Financial Assistance for refilling of LPG Cylinder Scheme, 2023.

INDEX

Department	Not./Corri./Ord./Proc.	Subject	Pages
1	2	3	4
1. Archaeology	Not.- 1(18)/PM/2023/Archaeology	Notifying of Protected Monuments.	1809
2. a. Co-operation	Not.- 1-29-2013-14/PLG/RCS/ /233/2496	Infrastructure Development Scheme for Dairy Co-operatives.	1810
b. —do—	Corr.- 41/4/2008/TS/RCS/ /Vol. II/3413	Modification of clauses.	1812
3. a. Empowerment of Persons with Disabilities	Ord.- 1/71/2024-25-DEPwD/ /ADMN/569	Creation of post.	1813
b. —do—	Not.- 1/51/2024-25-DEPwD/ /Amen/Physiotherapy/580	Amendment to Scheme.	1813
c. —do—	Not.- 1/50/2024-25/DEPwD/ /Amen/JeevanJyot/585	Amendment to Jeevan Jyot Scheme.	1814
d. —do—	Not.- 1/52/2024-25/DEPwD/ /Amen/Library/595	Amendment to Scheme.	1815
4. Home	Ord.- 17/4/2024-HD(G)/DSW/10	Registration of ex-servicemen.	1817
5. Personnel	Not.- 12/6/2019-PER/61	Goa Departmental Examination for the Officers in the Cadre of Superintendent (Outside Secretariat) Rules, 2024.	1817

GOVERNMENT OF GOA

Department of Archaeology

Notification

1(18)/PM/2023/Archaeology

Whereas vide Notification No. 1(18)/PM/2023/Archaeology dated 07th February, 2024, published in Official Gazette, Government of Goa, Series I No. 46 dated 15th February, 2024 (hereinafter called the "Said Notification"), the

Government of Goa had notified its intention to declare the monuments/sites specified in the schedule to the said notification to be protected monuments/sites under the Goa, Ancient Monuments and Archaeological Sites and Remains Act, 1978 (Act No. 1 of 1979) (hereinafter called the said Act) and invited objections from the persons interested in the said monuments/sites within two months from the date of the publication of the said Notification in the Official Gazette.

1809

And whereas the said Gazette was made available to the public on 15-02-2024.

And whereas no objections have been received from the interested parties in respect of 1, 3, 4, 5, 6 and 7 of the schedule to the said notification and the Government of Goa has considered the objections received from

the persons interested in the notification of the said monuments.

Now, therefore, in exercise of the powers conferred by sub-section (3) of Section 3 of the said Act, the Government of Goa hereby declares the ancient monuments/sites and remains as specified in the schedule hereto be protected monuments/sites for the purpose of the said Act.

SCHEDULE

Sr. No.	Names of sites to be notified	Survey No.	Sub-Division	Village	Remarks
1.	Betul Fort	72	13, 14, 15	Betul, Quepem, Goa	
2.	Rock Engravings at Mauxi			Mauxi, Sattari, Goa	Geo co-ordinates 15°32'35" N. 74°07'07"E. Site is on the riverbed next to Survey No. 76, sub-division 20, 21 and Survey No. 1, sub-division 4.
3.	Stone circle at Baddem, Cotigao	134	1	Baddem, Cotigao, Canacona, Goa	
4.	Kranti Veer Dipaji Rane's House at Kumbharkhand, Sattari Taluka, Goa	60	1	Cumarconda, Sattari, Goa	
5.	Soliye temple	7	22	Soliya, Cola Canacona, Goa	
6.	Tank of Shri Vazreshwar Temple at Shree Shantadurga Ballikarin Saunsthan	119	7	Balli, Quepem, Goa.	

By order and in the name of the Governor of Goa.

Dr. Nilesh B. Fal Dessai, Director & ex officio Joint Secretary (Archaeology).

Panaji, 30th December, 2024.

Department of Co-operation
Office of the Registrar of Co-operative Societies

Notification

1-29-2013-14/PLG/RCS/233/2496

Introduction.— The Government of Goa is pleased to approve the Scheme and Pattern of Financial Assistance to the Dairy Co-operative Societies in the State in the form

of Grant/Subsidy for their development/ /smooth functioning of business and other allied activities.

1. *Short title and commencement.*— This scheme shall be called "Infrastructure Development Scheme for Dairy Co-operatives" by way of Grant/Subsidy to meet the administrative/managerial expenses on staff salaries and allowances, wages, office expenses, rent rate and taxes and equipments.

It shall come into force from the date of its publication in the Official Gazette.

2. *Background.*— The Dairy Co-operative Societies undertake the collection of milk from their individual producer members and supply the same to the Milk Union, which is a federal institution of Primary Dairy Co-operatives. Presently the State is facing acute shortage of milk, as a result milk from neighboring States is being imported, so to achieve the self sufficiency in milk production it is felt necessary to boost the local production by strengthening the Dairy Co-operatives. Presently the Government provides financial assistance to the Dairy Co-operatives in the form of share capital for strengthening its capital base, loan and subsidy for construction of godown-cum-office building and loan & subsidy for purchase of computer & accessories and also managerial subsidy. The main aim of the scheme is to provide financial assistance to the Dairy Co-operative Societies for their development/smooth functioning of business and other allied activities, to enable them to become stable and to create better infrastructure. The Dairy Co-operative Societies plays a very important role for production of milk, to help Dairy farmers in their livelihood, supply of milk to public through their respective Co-operative Dairy Societies and to the Goa Dairy Milk Union, Curti-Ponda.

3. *Objectives.*— (A) To strengthen grassroots co-operative movement (B) to enable village co-operatives to become economically viable, (C) To raise better infrastructure for primary Dairy Co-operative Societies.

4. *Pattern of Financial Assistance.*— I. The Dairy Co-operative Societies under General Category who are regularly supplying the milk to the Milk Union shall be entitled for the financial support in the form of grant on the following pattern on yearly basis subject to availability of funds.

Sr. No.	Daily collection of Milk	Grant entitled in Rs.
1.	Above 500 liters per day	Rs. 1,50,000/-
2.	300-500 liters per day	Rs. 1,00,000/-
3.	150-300 liters per day	Rs. 75,000/-
4.	50-150 liters per day	Rs. 30,000/-

II. The Dairy Co-operative Societies under Tribal Sub Plan/Schedule Caste Sub Plan who are regularly supplying the milk to the Milk Union shall be entitled for the financial support in the form of grant on the following pattern on yearly basis subject to availability of funds.

Sr. No.	Daily collection of Milk	Subsidy entitled in Rs.
1.	Above 1250 liters per day	375000.00
2.	1000-less than 1250 liters per day	300000.00
3.	750-less than 1000 liters per day	225000.00
4.	500-less than 750 liters per day	175000.00
5.	300-less than 500 liters per day	125000.00
6.	75-less than 300 liters per day	100000.00
7.	25-less than 75 liters per day	50000.00

5. *Detail guidelines of the scheme are as under.*—

a) The society shall submit the Milk Supply Report from the Milk Union for the period for which the assistance is applied for along with proposal. For e.g. the Milk Supply Report for the year 2022-23 shall be furnished for availing the assistance during the year 2022-23 or 2024-25.

b) The scheme is applicable to the societies only after one year of its registration.

c) The Society having minimum 15% shareholders as ST/SC as the case may be, shall be considered as TSP/SCSP Co-operative Societies for the purpose of availing assistance. For this purpose, the Society shall submit the list of ST/SC members to ascertain the percentage of shareholders among ST/SC.

d) The concerned Asstt. Registrar shall certify the correctness of the Milk Supply

Report of the society by verifying the records of the society.

e) The society shall submit the proposal to the concerned O/o Asstt. Registrar in the prescribed application along with all the requirements.

f) The Government may relax/modify any of the above conditions if deemed necessary.

g) The society shall approve the proposal for Government assistance in the General Body/Special General Body before submitting the proposal to the concerned office of Assistant Registrar.

h) The Registering Authority shall verify the utilization of the grants released.

Scrutiny Committee.— There shall be a committee for the purpose of scrutiny and recommendation of all the proposals received under above scheme to the Government for sanction as below:—

1) The Registrar of Co-operative Societies & ex officio Jt. Secretary to the Government of Goa, as Chairman.

2) Dy. Registrar of Co-operative Societies/ The Assistant Registrar of Co-operative Societies under whose jurisdiction the Societies falls as a Member.

3) The Deputy Director (Dairy Incharge) Department of Animal Husbandry and Veterinary Services as a Member.

4) The Assistant Accounts Officer, O/o Registrar of Co-operative Societies, Panaji, as a Member.

This Notification supersedes the earlier Notification No. 1-29-2013-14/PLG/RCS/158/2947 dated 27th November, 2020.

This has been issued with the concurrence of Finance (Expenditure) Division vide their U. O. No. 38561/F dated 05-09-2024.

By order and in the name of the Governor of Goa.

Arvind V. Bugde, Registrar of Co-operative Societies & ex officio Joint Secretary.

Panaji, 21st October, 2024.

Corrigendum

41/4/2008/TS/RCS/Vol. II/3413

Read: 1. Notification No. 41/4/2008/TS/RCS/Vol. II/2755 dated 20-10-2023, published in Official Gazette, Series I No. 31 dated 02-11-2023.

2. Notification No. 41/4/2008/TS/RCS/Vol. II/4868 dated 15-03-2024.

3. Corrigendum No. 41/4/2008/TS/RCS/Vol. II/1001 dated 28-06-2024.

4. Circular No. 41/1/92/TS/RCS dated 28-01-2004.

In the model guidelines for One Time Settlement (OTS) Scheme/OTS Scheme for all the Primary Agricultural Credit Cooperative Societies/Multipurpose/Urban Cooperative Credit Societies in the State of Goa referred in the Notification dated 20-10-2023 at Sr. No. 1 above, the clause No. 1- Eligibility Criteria, Clause 4- Operative Period and Clause 7- Dam Duppat Scheme may be read as under;—

1. Eligibility Criteria:

Sub-clause 'A' be read as "The Loanee Member having made capital investment or working capital investment in business or in Agriculture or in allied agricultural activities and suffered operating loss in such business and unable to repay the outstanding dues of the society, is shown in the doubtful 1 category (24 months period from the date of default). All such Loan Accounts which are classified as NPA (doubtful 1 category) upto 31st March, 2024 and are still outstanding for the reasons mentioned above, will be eligible for the benefit under the OTS Scheme."

Sub-clause 'D' be read as "It shall be the discretion of the Board to decide on merit and within the guidelines of the OTS Scheme, for the cases which are to be considered or rejected. The Society should have made adequate NPA provision in the audited statement of Accounts towards such irrecoverable bad debts for the purpose of applicability of the OTS Scheme."

Clause 4- Operating period may be read as “The last date of application to avail the OTS Scheme shall be decided by the Board however the same shall not be extended beyond 31st December, 2025” from the date of issue of revised guidelines.

Clause 7- Cutoff date for OTS under Dam Duppat Scheme as specified in cases mentioned at “a” and at “b” may be read as 31st March, 2024” in place of 31st March, 2022.

All other contents of the guidelines of the one Time Settlement Scheme, 2023 referred above at Sr. No. 1 shall remain unchanged.

By order and in the name of the Governor of Goa.

Arvind V. Bugde, Registrar of Co-operative Societies & ex officio Joint Secretary.

Panaji, 1st January, 2025.



Department of Empowerment of Persons with Disabilities

Order

1/71/2024-25-DEPwD/ADMN/569

Sanction of the Government is hereby accorded for creation of one post of Director, in Senior Scale in the Pay Scale of PB-3: 15600-39100+Grade Pay Rs. 6600/- at Level-11 in the 7th Pay Commission Matrix in the Department for Empowerment of Persons with Disabilities to be filled by Goa Civil Services Officers.

The expenditure on Pay and Allowances shall be debited under the Demand No. 89 of the Budget Head: 2235—Social Security and Welfare; 02—Social Welfare; 001—Direction and Administration; 01—Department of Empowerment of Persons with Disabilities; 01—Salaries.

This issues with concurrence of the Administrative Reforms Department vide their U. O. No. 496/F dated 14-08-2024, and the Finance Department vide their U. O. No. 3648/F dated 23-08-2024.

This also issues with the approval of the Council of Ministers Meeting held on 30-10-2024 under the Chairmanship of the Chief Minister and as conveyed by the General Administrative Department vide their letter 1/26/24-GAD-II dated 05-11-2024 to Department of Personnel and conveyed by Department of Personnel to this Department vide letter No. 3/1/2012-PER(Part)/4767 dated 06-11-2024.

By order and in the name of the Governor of Goa.

Varsha Naik, Director ex officio Jt. Secretary (DEPwD).

Porvorim, 11th November, 2024.

Notification

1/51/2024-25/DEPwD/Amen/
/Physiotherapy/580

Read: Notification No. 51-26-2008-09-HC/
/4625 dated 06-09-2011.

1. In Clause 2 of above referred scheme the following shall be substituted;

“The scheme is applicable to all the NGOs Registered with the Department for Empowerment of Persons with Disabilities under “The Rights of Persons with Disabilities Act, 2016” and Special School recognized by Directorate of Education”.

2. In Clause 4, sub-clause (2) of the above referred scheme the following shall be substituted;

“Director means Director, Department for Empowerment of Persons with Disabilities, Government of Goa”.

3. In Clause 4, sub-clause (3) of the said scheme the following shall be substituted;

“NGO means Non-Governmental Organization registered with the Department for Empowerment of Persons with Disabilities under “The Right for Persons with Disabilities Act, 2016”.

4. In Clause 5, sub-clause (1) of the said scheme the following shall be substituted;

"Under the scheme an amount equivalent to 100% cost of the setting up of the Physiotherapy Centre subject to maximum of Rs. 5,00,000/- (Rupees Five lakhs only) shall be sanctioned by the Department for Empowerment of Persons with Disabilities for the purpose of setting up of Physiotherapy Centre. The amount sanctioned shall be released in two equal installments".

5. In Clause 6, sub-clause (1) of the said scheme the following shall be substituted;

"The NGO (applicant) should be registered with Department for Empowerment of Persons with Disabilities under "The Rights of Persons with Disabilities Act, 2016" at the time of making application".

6. In Clause 7 of the said scheme the following shall be substituted;

"Application for financial assistance shall be submitted to the Department for Empowerment of Persons with Disabilities in the Prescribed Format and shall be accompanied with the following documents".

7. In Clause 7 sub-clause (1) of the said scheme the following shall be substituted;

"A copy Certificate of Registration issued by the Department for Empowerment of Persons with Disabilities/Directorate of Social Welfare under The Rights of Persons with Disabilities Act, 2016".

8. In Clause 8 sub-clause (2) of the said scheme the following shall be substituted;

"The amount sanctioned under this scheme shall be utilized for the purpose within a period of 30 days and the Utilization certificate shall be submitted to the Department for Empowerment of Persons with Disabilities".

9. In Clause 9 sub-clause (1) of the said scheme the following shall be substituted;

"The Department for Empowerment of Persons with Disabilities shall be the final authority concerning the interpretation of this scheme".

10. In Application Format of the said scheme the following shall be substituted; .

"To, the Director, Department for Empowerment of Persons with Disabilities, Porvorim-Goa".

11. In Clause (1) of the Documents to be enclosed of the said scheme the following shall be substituted;

"A copy of Certificate of Registration issued by the Department for Empowerment of Persons with Disabilities/Directorate of Social Welfare under Rights of Persons with Disabilities Act, 2016.".

By order and in the name of the Governor of Goa.

Varsha Naik, Director ex officio Jt. Secretary (DEPwD).

Porvorim, 13th November, 2024.

Notification

1/50/2024-25/DEPwD/Amen/
/JeevanJyot/585

Read: Notification No. 51-41-2011-12-HC/4625
dated 29-09-2011

1. In above referred scheme Title of the scheme shall be substituted;

"Scheme to provide Financial Assistance to NGO's for Running Day Care Centres for Persons with Disabilities (Jeevan Jyot)"

2. In Clause A, Sentence No. 1 and Sentence No. 7 of the above referred scheme the following shall be substituted;

"The Department for Empowerment of Persons with Disabilities is implementing several Schemes for both physically and mentally impaired individuals with disabilities."

"The State Government is concerned about these people and is therefore pleased to formulate a "Scheme to provide Financial Assistance to NGO's for Running Day Care

Centres for Person with Disabilities (Jeevan Jyot)."

3. In Clause B, sub-clause (3) of the said scheme the following shall be substituted;

"The Scheme will be implemented by Department for Empowerment of Persons with Disabilities"

4. In Clause F of the said scheme the following shall be substituted;

"Sanctioning Committee.— The application received from VO's/NGO's shall be scrutinized and sanctioned by the committee comprising of following members.

1. Minister for Department for Empowerment of Persons with Disabilities—Chairperson.

2. Director, Department for Empowerment of Persons with Disabilities—Member.

3. Deputy Director, Department for Empowerment of Persons with Disabilities— Member Secretary".

5. In Clause J sub-clause (3) of the said scheme the following shall be substituted;

"The amount sanctioned under this Scheme shall be utilized for the purpose for which it is sanctioned and the utilization certificate shall be submitted to the Department for Empowerment of Persons with Disabilities."

6. In Clause K sub-clause (1) of the said scheme the following shall be substituted;

"The Director of Department for Empowerment of Persons with Disabilities shall be the final authority concerning the interpretation of this Scheme".

7. In application for grant of Financial Assistance to NGO's for Running Day Care Centres for Person with Physical and Intellectual Disabilities (Jeevan Jyot) of the said scheme the following shall be substituted;

"To, the Director, Department for Empowerment of Persons with Disabilities, Porvorim-Goa".

By order and in the name of the Governor of Goa.

Varsha Naik, Director ex officio Jt. Secretary (DEPwD).

Porvorim, 14th November, 2024.

Notification

1/52/2024-25/DEPwD/Amen/
/Library/595

Read: Notification No. 11(8)-2021-22-EPwD/
/NGO/Braille Library/7902 dated
07-04-2022.

1. In Clause I of above referred scheme the following shall be substituted;

"It has been the constant endeavor of the State Government to provide the person with disabilities with maximum facilities which are essential for the Social, Economic and Vocational Rehabilitation".

2. In Clause IV, sub-clause (2) of the above referred scheme the following shall be substituted;

"Director means Director of Department for Empowerment of Persons with Disabilities, Government of Goa."

3. In Clause IV, sub-clause (3) of the above referred scheme the following shall be substituted;

"NGO means a Non-Governmental Organization registered with the Department for Empowerment of Persons with Disabilities/Directorate of Social Welfare under "The Rights of Persons with Disabilities Act, 2016".

4. In Clause V, sub-clause (3) of the above referred scheme the following shall be substituted;

"Application for GIA for setting up of Accessible Library shall be forwarded to

the Director of Department for Empowerment of Persons with Disabilities in prescribed format in Annexure-I appended to the scheme.

5. In Clause VI sub-clause (A) (1) of the said scheme the following shall be substituted;

“Under the Scheme an amount equivalent to 80% cost of the setting up of the Accessible Library subject to maximum of Rs. 15,00,000/- (Rupees Fifteen lakhs only) shall be sanctioned by the Director of Department for Empowerment of Persons with Disabilities for the purpose of setting up of Accessible Library for at least 25 persons with visual disabilities; however at least 20% cost of the setting up of the Accessible Library shall be borne by the grantee N.G.O”.

6. In Clause VI sub-clause (A) (3) of the said scheme the following shall be substituted;

“The NGO shall utilize the amount sanctioned within six months, unless this condition is relaxed by Director of Department for Empowerment of Persons with Disabilities, however under no circumstances beyond a period of 12 months.”.

7. In Clause VI sub-clause (A) (4) of the said scheme the following shall be substituted;

“The NGO shall maintain separate accounts of the Grants received under this scheme and they shall be open to check by an Officer deputed by the Department for Empowerment of Persons with Disabilities and also by the Officer deputed by Directorate of Accounts, Government of Goa”.

8. In Clause VII of the said scheme the following shall be substituted;

“Application for financial assistance shall be submitted to the Department for Empowerment of Persons with Disabilities

in the Prescribed Format in Annexure-I and shall be accompanied with the following documents:”.

9. In Clause VII, sub-clause (2) of the said scheme the following shall be substituted;

“A copy of Certificate of Registration issued by the Department for Empowerment of Persons with Disabilities/Directorate of Social Welfare under Rights of Persons with Disabilities Act, 2016”.

10. In Clause VIII, sub-clause (3) of the said scheme the following shall be substituted;

“Director of Department for Empowerment of Persons with Disabilities or an Officer deputed by the Director of Department for Empowerment of Persons with Disabilities shall conduct the inspection of the Accessible Library set up under this scheme at least once in a financial year”.

11. In Clause VIII, sub-clause (6) of the said scheme the following shall be substituted;

“As and when NGO/organization appoints staff under the scheme there should be one member from Department for Empowerment of Persons with Disabilities is in panel of interview”.

12. In Clause IX, sub-clause (1) of the said scheme the following shall be substituted;

“Department for Empowerment of Persons with Disabilities shall be the final authority concerning the interpretation of this scheme”.

13. In Annexure-I, Application Format of the said scheme the following shall be substituted;

“To, The Director, Department for Empowerment of Persons with Disabilities, Porvorim-Goa”.

14. In Clause (2) of the Documents to be enclosed of the said scheme the following shall be substituted;

"A copy of Certificate of Registration issued by the Department for Empowerment of Persons with Disabilities/Directorate of Social Welfare under Rights of Persons with Disabilities Act, 2016."

By order and in the name of the Governor of Goa.

Varsha Naik, Director ex officio Jt. Secretary (DEPwD).

Porvorim, 15th November, 2024.

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Department of Home
Home—General Division

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Order

17/4/2024-HD(G)/DSW/10

Read: 1. Order No. 15/15/89-HD(G) dated 24-04-2007.

2. Order No. 17/4/2024-HD(G)/DSW/3838 dated 22-11-2024.

Sanction of the Government is hereby accorded to the Department of Sainik Welfare for registration of Ex-servicemen on production of below mentioned documents:

1. Registration form for Ex-servicemen.
2. Copy of Discharge Book/Service Certificate/Service Book.
3. Copy of Pension Payment Order (PPO).
4. Copy of Aadhaar Card/Voter ID/Passport for proof of residence in Goa.
5. Copy of Birth Certificate.
6. Application for issue of Identity Card for Ex-servicemen.
7. No objection certificate from previous Zilla Sainik Board/Rajya Sainik Board, if Ex-servicemen belongs to other State.

To avail benefits implemented by the State Government and for employment purpose in Government Department/Offices, 15 years domicile period is mandatory for Ex-servicemen as per Office Memorandum No. 17/5/2002-HD(G)/DSW/3206 dated 03-09-2024, published

in Official Gazette, Series I No. 24 dated 12-09-2024 and Corrigendum No. 17/5/2002-HD(G)/DSW/3607 dated 21-10-2024, published in Official Gazette, Series I No. 30 dated 24-10-2024.

This issues in supersession to Order No. 15/15/89-HD(G) dated 24-04-2007 and Order No. 17/4/2024-HD(G)/DSW/3838 dated 22-11-2024 read in the preamble above.

By order and in the name of the Governor of Goa.

Manthan Manoj Naik, Under Secretary (Home-II).

Porvorim, 1st January, 2025.

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Department of Personnel

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Notification

12/6/2019-PER/61

Whereas, the Recruitment Rules for the posts Superintendent (Outside Secretariat) (hereinafter called "the said Cadre") provides a period of two years as probation period for the officer in the Cadre.

And whereas, the said Recruitment Rules provide that the officers in the said Cadre shall be required to pass the Departmental examination during the said probation period so as to ensure that they have basic knowledge of certain subjects for efficient discharge of their official duties.

Now, therefore, the Government of Goa is pleased to make the following rules, namely:—

1. *Short title, applicability and commencement.*— (1) These rules may be called Goa Departmental Examination for the Officers in the Cadre of Superintendent (Outside Secretariat) Rules, 2024.

(2) They shall apply to all officers on probation in the Cadre of Superintendent (Outside Secretariat).

(3) They shall come into force at once.

2. *Training and departmental examination.*— (1) Every probationer during the period of probation, shall undergo departmental training at the Goa Institute of Public Administration and Rural Development (GIPARD), for a minimum period of forty-five days.

(2) On successful completion of departmental training, every probationer shall pass a departmental examination to be conducted by the Goa Public Service Commission (GPSC).

3. *Examination programme.*— (1) The examination shall be held every six months.

(2) The date of examination shall be notified in the Official Gazette at least one month in advance.

(3) The syllabus for the examination shall be as per Annexure appended to these rules.

(4) Text books of the Acts and the Rules shall be allowed at the examination.

3. *Eligibility for examination.*— Every officer on probation after completion of departmental training shall be eligible to appear in examination.

4. *Conduct of examination.*— The Goa Public Service Commission shall conduct the examination as per syllabus annexed to this rules.

5. *Qualifying marks for examination.*— An officer on probation securing a minimum of 45% of the maximum marks in each paper shall be declared to have successfully passed the departmental examination:

Provided where an officer on probation passes in one or more papers by securing the minimum marks prescribed in this rule but fails in one or more papers, he/she shall be exempted from further appearing for the examination in the paper in which he/she has so passed.

6. *Exemption from examination.*— An officer on probation who has attained the age of fifty five years shall be exempted from

passing the departmental examination. However, he/she shall compulsorily undergo the departmental training programme during the probation period.

7. *Interpretation.*— If any difficulty arises in interpretation of any of the provisions of these rules, the decision of the Government of Goa shall be final.

8. This issues with the concurrence of the Goa Public Service Commission vide letter No. COM/I/5/42(1)/2024/1465 dated 24-12-2024.

By order and in the name of the Governor of Goa.

Raghuraj A. Faldesai, Under Secretary (Personnel-II).

Porvorim, 3rd January, 2025.

ANNEXURE

Goa Institute of Public Administration & Rural Development

Tentative duration 45 days

Syllabus for the Departmental Training and Examination for Superintendents (Outside Secretariat)

Paper-I: General Studies Duration: 3 hours
(100 marks)

Goan aspects of history, culture, society, current developments. Concept of democracy, administration and Government structure and working. Values and ethics in administration, Administrative Reforms, Introduction to the Constitution-3 organs of the Government and separation of powers.

Paper-II: Administration Duration: 3 hours
and Office Procedures
(100 marks)

Rules of Business in Government, Legislative terminologies and Procedures, CCS (Conduct) Rules, Service Matter-Recruitment Rules, Rosters, Promotion & DPCs, Seniority, FRSRs, Superannuation and NPS, Manual of Office Procedure-Noting, Drafting and Record Management.

Paper-III: Finance &
Accounts (100 marks)

Duration: 3 hours

Functioning of Finance Department, Accounts Department, role of Treasury in financial management, Revenue and Expenditure concepts, Delegation of Financial Powers, the Goa Receipt & Payments Rules, differed types of Bills, GFR & Procurement, e-Tendering, Audit procedure in Government Departments/Corporations/Autonomous, CAG, Public Accounts Committee.

Paper-IV: Management Skills & Governance (100 marks)

Duration: 3 hours

Attitude & Behaviour, communication skills, leadership, supervision, team work, co-ordination, Important software, use of ICT tools.

Paper-V: Key Legislations
(100 marks)

Duration: 3 hours

The Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988), The Right to Information Act, 2005 (Central Act No. 22 of 2005), The Goa (Right of Citizens to Time-Round Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013), The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Central Act No. 14 of 2023), The Rights of Persons with Disabilities Act, 2016 (Central Act No. 49 of 2016), The Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (Central Act No. 56 of 2007), any other current Legislation.

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